



INDIVIDUAL RESPONSIBILITY FOR THE CONTROL AND SAFEGUARDING OF A&E



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- A&E MATRIX
 - Supported Activity
 - Supporting Activity
- ESR
- AA&E Officer
- A&E Audit and Verification Officer (A&E AVO)
- Monthly Inventories
- Accountability
- Historical Files



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A&E Matrix (Supported Activity)

	Ammunition Officer	Ammunition Chief	Ammunition Technician	AA&E Officer	A&E AVO	Range Officer in Charge	Range Safety Officer	Qual/Cert Chairperson	Access Control Officer
Ammunition Officer	X						X	X	
Ammunition Chief		X	X	X			X	X	
Ammunition Technician		X	X				X		
AA&E Officer		X		X		X	X	X	X
A&E AVO					X		X		
Range Officer in Charge				X		X			X
Range Safety Officer				X			X	X	X
Qual/Cert Chairperson	X	X		X		X	X	X	
Access Control Officer				X		X	X		X

• An indication of "X" is an authorization



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A&E Matrix (Supporting Activity)

	Ammo Co Commander	ASP Officer in Charge	ASP Operations Chief	Inventory Accuracy Officer	Records Officer	RSSI Personnel	Inventory Personnel	Area Supervisor	Section Head	AA&E Screening Officer	Qual/Cert Chairperson	Access Control Officer	Key Control Custodian
Ammo Co Commander	X									X	X		
ASP Officer in Charge		X		X	X					X	X	X	
ASP Operations Chief			X	X	X			X		X		X	
Inventory Accuracy Officer			X	X	X						X		
Records Officer				X	X						X		
RSSI Personnel						X		X	X				
Inventory Personnel							X						
Area Supervisor			X					X	X				
Section Head			X			X		X	X				
AA&E Screening Officer	X	X	X							X	X		
Qual/Cert Chairperson	X	X								X	X		
Access Control Officer		X	X									X	
Key Control Custodian													X

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Explosives Safety Representative (ESR)

- Individual is assigned in writing by the CO.
- If the ESR does not possess the experience and training required he/she will be required to complete the below courses.
 - AMMO-18, Basics of Naval Explosives Hazard Control.
 - AMMO-45, Introduction to Ammunition
 - AMMO-76, Identification of Ammunition



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- **Responsibilities:**

- Conduct explosives safety training for all unit personnel handling A&E
- Ensure that standard operating procedures (SOP) are developed and maintained
- Perform required unit inspections and maintain records of inspections on file for a period not less than two years from the date of the inspection
- Serve as the unit representative to the installation's Explosives Safety Self-Assessment (ESSA) Program



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Arms, Ammunition Explosives (AA&E) Officer

- The AA&E Officer is overall responsible for the AA&E program.
- **Responsibilities:**
 - Conduct a 100-percent physical inventory and complete review of all AA&E within 30 days of appointment and retain copies of the inventory for 6 years and 3 months.
 - Reports any discrepancies to the appointing officer.
 - Maintain close liaison with the area security officer.



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- **Monitor** performance and the reporting of all AA&E inventories, as well as related MLSR reports.
- **Conduct** screenings of personnel who handle AA&E in the performance of their duties
- **Ensure** proper unit diary code (AD) has been entered into the Marine Corps Total Force System.
- **Document** the results of the AA&E Officer initial inventory on the NAVMC 10774 Card.
- Ensure range OICs **comply** with those duties/procedures outlined in MCO 8010.13.



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- Ensure personnel assigned custody, maintenance, disposal, distribution, or security responsibilities for class V(W) in the performance of their primary duties are properly screened, qualified, and documented.
- Ensure annual A&E awareness training is conducted, incorporated, and documented within the unit annual training plan and PME.
- Remain the Responsible Officer/AA&E Officer until properly relieved and after a complete turnover.



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30 Day Wall-to-Wall

- The AA&E Officer should state results of the inventory listing:

- Department of Defense Identification Code (DODIC0
- Nomenclature
- Lot number
- Quantity
- Shall state if civilian ammunition is being stored in the armory.
- List any discrepancies encountered during inventory.
- Maintain wall-to-wall letter with appointment letter and retain for 6 years and 3¹⁰ months.



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Ammunition and Explosives (A&E) Audit and Verification Officer

- **Responsibility:**

- The A&E AVO is responsible for the verification and validation of Class V(W) issue, receipt, and expenditure documentation.

- **Requirement.**

- Individuals assigned as an A&E AVO will be assigned in writing and will be a commissioned officer, warrant officer, SNCO, or civilian equivalent (GS-9 or above)



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- **Command Relationship:**

- The A&E AVO reports directly to the Commander on matters related to class V(W) . The individual appointed shall be a disinterested individual without an assigned role in the class V(W) receipt, requisitioning, and/or approval process.

- **Duties:**

- Ensure Expenditure Reports are maintained for current FY plus two years.
- Audit and certify Expenditure Reports within seven days after completion of the range or exercise.
 - Verify that all unused ammunition has been turned in to the ASP.



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- Expenditure Report audit consists of the verification of the following documentation:
 1. NAVMC 11381 Expenditure Report.
 2. Original DD Form 1348-1A Issue Release Document (or a DA Form E581 from Army activities)
 3. Copy of DD Form 1348-1A Receipt Document (if applicable)
- Conduct quarterly audits of the command class V(W) management as follows:
 - Cross-reference DD Form 1348-1A issue release/receipt documentation with E581's.
 - Verify retention of supporting documentation
 - DD Form 1348-1A, NAVMC 10774, and NAVMC 11381s.



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Quarterly Audit Results

- Recommend the audit report provide the following info:
 - The letter should state that a complete audit of the Unit's custody and documentation for issue, receipt, expenditure, and turn-in of unexpended assets was conducted on XX/MON/YR by the A&E Audit and Verification Officer.
 - All listed discrepancies will be followed-up to ensure their speedy corrections.
 - The point of contact concerning this inventory is Rank Last Name, at XXX-XXXX.
 - These results **MUST** be documented and reported to the Commanding Officer and kept on file for 3 years.



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Revocation Letters

- The AA&E Officer and A&E Audit and Verification Officer appointment letters should state that they supersede all previous appointments; however, in some cases it is not stated.
- A revocation letter for all previously appointed personnel should be generated if the statement mentioned above is not stated.
- The revocation letter should state the following
 - Date of revocation
 - Period of retention
 - POC



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Monthly A&E Inventory

- An officer/SNCO must be designated in writing by the Commanding Officer and is responsible for the following:
 - Conduct an inventory of A&E stored by the command.
 - Use an inventory sheet to record what was inventoried.
 - Submit results to the Commanding Officer identifying the inventory (discrepancies if any) and attach the inventory sheet as an enclosure for the letter.



Questions